



## BSB50101 – Diploma of Business (RPL)

### What career options do I have?

The Diploma of Business will allow you to move up to supervisory / lower management positions within corporations. The units undertaken would determine the type of industry that would be applicable for you.

### What will I learn?

The Diploma is offered only as Recognition of Prior Learning (RPL). This allows people with strong work skills to gain the formal qualification that their experience deserves.

### What qualification will I receive?

Diploma of Business or a Statement of Attainment for competencies successfully achieved.

### Where will I train?

RPL visits can take place in your own workplace, or on campus at Mount Isa Institute of TAFE.

### How long will the training take?

Time varies depending on the evidence gathered. An approximate guide is two hours per unit chosen. A full Diploma would then take approximately 16 hours.

### How will the training take place?

Visits will be arranged that will allow for observation, the collection of documents and supporting evidence and a professional conversation. Third party reports are also available as evidence options. Please refer to the RPL information available from our Client Information Centre staff for more information.

### What assessment methods will be used?

This course is offered only as Recognised Prior Learning. Assessment for RPL may include professional conversation, third party reports, challenge tests and providing evidence.

### Is there anything I need to bring?

For the initial interview, please bring your CV or resume, and evidence of any training you have already undertaken in this area.

### Am I eligible?

If you are currently working in Business at the supervisory / management level and have a sound knowledge of the theory and application of good business practice, you are eligible. No prior study is required.

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

One Certificate III unit from Business may be included as a unit for this course. Diploma level units from other courses may also be applied if they lead to a workplace outcome (i.e. they would cover a normal business skill)

### When can I start?/How do I apply?

Contact the Client Information Centre for more information.

### Can I go onto further training?

Diploma units can be used to support more advanced training in the Advanced Diploma of Business and some University level courses.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

To gain this qualification, eight units of competency are needed for the full Diploma, but any number of these can be RPL'ed. Units offered through Mount Isa Institute of TAFE for RPL include:

BSBADM501A	Manage the establishment and maintenance of a workgroup network
BSBADM502A BSBADM503A	Manage meetings Plan and manage conferences
BSBADM504A	Plan or review administration systems
BSBADM506A	Manage business document design and development
BSBFLM512A BSBHR504A	Ensure team effectiveness Manage industrial relations policies and procedures
BSBHR506A	Manage recruitment selection and induction processes
BSBHR508A BSBHR511A	Manage work / life skills Implement mediation process
BSBMKG502A	Establish and adjust the marketing mix
BSBMKG503A	Develop a marketing communications plan

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